

**DIRECTIONS FOR COMPLETION OF  
THE DISCRETIONARY GRANTS APPLICATION  
HOMELESS CHILDREN AND YOUTH AND  
COMPREHENSIVE SCHOOL REFORM SECOND AND THIRD YEAR**

Submit an original and three copies of Sections I, II, III, IV, V, VI, and VII and the individual grant sections for which your district wants to be considered postmarked by May 15, 2006, to the following address:

Federal Discretionary Grants  
Department of Elementary and Secondary Education  
205 Jefferson Street, PO Box 480  
Jefferson City, Missouri 65102-0480

Narratives must be typed, confined to space provided, and restricted to 10-12 pt. font size. If you complete the application on-line it is set to a default font of 10 pt. **No attachments will be accepted with the application.**

**All grant applicants must complete Sections I, II, III, IV, V, VI, and VII and the individual grant sections for which your district/agency want to be considered.**

**SECTION I - FOR DESE USE ONLY**

**The signature of the authorized DESE official is for Department use only.**

**SECTION II - TOTAL BUDGETS BY PROGRAM**

Total budgets for each discretionary grant must be completed and shown in the grid.

**PLEASE NOTE: Separate discretionary grant applications from the same district/agency for different programs will not be accepted.**

**SECTION III - DISTRICT AND PROGRAM INFORMATION**

List the name of the District or Applicant who will be serving as the fiscal agent for the grant(s) and indicate the board-authorized representative for the total grant package. Complete the grant contact information for each discretionary grant being completed. The grant contact should be someone who knows the grant well and will be in daily contact with the project staff.

**SECTION IV - ASSURANCES AND CERTIFICATION**

**Original signature of the superintendent or authorized representative guarantees all assurances will be met.**

**SECTION V – INDICATORS OF NEED**

District level information can be located:

- District Student Enrollment: <http://dese.mo.gov/schooldata/> (School District “Report Cards”)
- District Free and Reduced Lunch Percentage: <http://dese.mo.gov/schooldata/> (School District “Report Cards”)
- District Dropout Rate: <http://dese.mo.gov/schooldata/> (School District “Report Cards”)
- MSIP Accreditation: <http://dese.mo.gov/schooldata/> (Missouri School Directory)
- **District** Reading and Math Adequate Yearly Progress (AYP): <http://dese.mo.gov/schooldata/> (Annual Performance Report (APR) and AYP)
- Homeless Children and Youth Count conducted by the District on the total number of homeless children and youth served one day **OR** by the total number of homeless children and youth served during the entire previous school year **OR** the results of DESE's census as required by federal legislation. The DESE census can be found on our website at: <http://dese.mo.gov/divimprove/fedprog/discretionarygrants/homeless/Hmcensus.htm> under 04-05 Homeless Census Results by School District.

**SECTION VI - GRANTS AND THEIR RELATIONSHIP TO THE MSIP PROCESS STANDARDS**

Check only the boxes in each process area that will be addressed by the grant(s) for which an application is being made. Refer to the MSIP Planning Matrix on page 6.

**SECTION VII - DISTRICT'S CSIP GOALS/OBJECTIVES**

Complete the District Goal section for each of the District's CSIP goals/objectives and the measurement of each goal/objective that will be addressed by specific strategies in the individual discretionary grant for which the district/agency is applying. Please limit goals/objectives to five (5).

**SECTION VIII - HOMELESS CHILDREN AND YOUTH PROGRAM**

School districts may apply for funding based on the number of homeless children and youth being educated in the district up to a maximum level of \$400 per homeless child. The minimum amount of an approvable grant is \$8,000. The maximum amount any district may apply for is \$150,000 (375+ students) regardless of the number of homeless children and youth being educated in the district.

**Section VIII - A. Project Information:** Complete section as indicated.

Check the box that indicates how the Homeless Children and Youth Census information was determined. This information must be broken down for the categories listed and the number to be served by this grant.

**Example:**

Homeless Children and Youth Residing within the District Census was based on <i>(check and complete one only)</i>			
<input checked="" type="checkbox"/> Census conducted by the District on a one-day count on _____ (date) OR by the total number served during the school year for the year <b>2005-2006</b>			
<input type="checkbox"/> Census data from DESE on _____ (date)			
GRADE/AGE	NUMBER LIVING IN OTHER PLACES	NUMBERS IN SHELTERS	APPROXIMATE NUMBER TO BE SERVED BY PROJECT
PRESCHOOL (ages 3-5)	70	78	40
ELEMENTARY (K-6)	100	50	150
MIDDLE/JUNIOR HIGH (7-8)	67	32	99
HIGH SCHOOL (9-12)	23	3	26
YOUTH/DROPOUT (ages 19-21)	22	22	10

**Section VIII - B. Needs Assessment:** Complete as directed. Check all that apply.

**Section VIII - C. Coordination of Services:** Check all the coordination efforts for this grant.

**Section VIII - D. Homeless Children and Youth Program Funding:** Describe how the proposed use of funds would facilitate the enrollment, retention, and success of homeless children and youth in school.

**Section VIII - E. Homeless Children and Youth Program Activities:** Complete an activity section for each grant activity. Indicate how it is related to the District's CSIP Goals/Objectives for each activity. Use the CSIP Strategy/Action Step numbers from *Section VII – District's CSIP Goals/Objectives*. The activities related to administration, evaluation, collaboration, policies and procedures must be completed as indicated; then up to five (5) additional activities may be implemented. Administration should explain how the program will be administered and who will administer the program. Evaluation should include how the program will be assessed throughout the grant cycle. Collaboration should describe both inter-district collaboration and collaboration with local agencies and other service providers. Policies and Procedures must include a

description of policies and procedures consistent with the prohibition on segregation that your district will implement to ensure that activities carried out will not isolate or stigmatize homeless children and youth. Each activity must have a concise description and must explain both the evaluation method of the activity and the time span for the activity. For purpose of evaluation, MAP data can be used. However, MAP scores cannot be the only method of evaluation used, because MAP results will not be received in time to evaluate an activity accurately. The typed narrative must be confined to space provided using 10-12 point font.

**Section VIII - F. Homeless Children and Youth Program Activity Budget:** Complete this section to indicate total costs of implementing all activities. Provide a brief itemization of the line item and its cost. Each cost area must be subtotaled and then a grand total given. For examples see Administrative Manual, page 7.

These totals must be copied to *Section II - Total Budgets By Program*.

**Example:** Program total funds should be transferred to *Section II - Total Budgets By Program*.

SECTION II - TOTAL BUDGETS BY PROGRAM								
PROGRAM	6100: Salaries	6200: Employee Benefits	6300: Purchased Services	6400: Materials/ Supplies	SUBTOTAL	Indirect Cost Rate _____% (optional)	6500: Capital Outlay	TOTAL
Comprehensive School Reform								
Homeless Children and Youth								

If indirect cost is applied, the district's restricted rate must be used. Administration costs for the total grant cannot exceed 5 percent of the total proposed budget.

#### SECTION IX - COMPREHENSIVE SCHOOL REFORM PROGRAM CONTINUATION PAGES

**Section IX - A. Identification of Schools Intending to Continue Implementing a School Reform Model:** Complete as directed. Check all that apply.

**Section IX - B. Comprehensive School Reform Identification of Schools Intending to Continue Implementing a School Reform Model:** List continuing school buildings by building code. A building code can be found in the Missouri School Directory. There must be a building code assigned to receive these funds.

Complete a section for each participating building. If more than five (5) buildings are listed, make additional copies of this page as necessary.

Building level information can be located at:

- Grade Level: <http://dese.mo.gov/schooldata/> (Missouri School Directory)
- Title I Status: <https://k12apps.dese.mo.gov/webapps/menulist.asp> (Federal Grants Application)
- Building Enrollment: <http://dese.mo.gov/schooldata/> (School District "Report Cards")
- Free and Reduced Lunch Percentage: <http://dese.mo.gov/schooldata/> (School District "Report Cards")
- # Students that Qualify for Free and Reduced Lunch: <http://dese.mo.gov/schooldata/> (School District "Report Cards")
- Reading and Math Adequate Yearly Progress (AYP): <http://dese.mo.gov/schooldata/> (Annual Performance Report (APR) and AYP)
- School Identified for School Improvement: <http://dese.mo.gov/schooldata/> (School District "Report Cards")
- Building Dropout Rate: <http://dese.mo.gov/schooldata/> (School District "Report Cards")

**Section IX - C. Comprehensive School Reform District Supporting Actions:** The District must provide information on how it will support the reform model(s) and provide equitable access to instruction and services for all children. These two areas must be tied to District CSIP goal(s). Indicate goal(s) by the number assigned in *Section VII District's Comprehensive School Improvement Program (CSIP) Goals/Objectives*. Typed narrative must be confined to space provided and restricted to 10-12 pt. font size. The Equitable Access section must be signed and dated by the board-authorized representative.

**Section IX - D. Comprehensive School Reform Per Building Budget Explanation:** This section is to be completed for each building implementing a CSR program. Describe the building budget for school year 2006-2007 by the following budget categories: 6100: Salaries, 6200: Employee Benefits, 6300: Purchased Services, 6400: Materials/Supplies, and 6500: Capital Outlay.

**Section IX - E. Comprehensive School Reform Per Building Budget:** This section is to be copied and completed for each building implementing a CSR program. For examples see Administrative Manual, page 7. Each building budget subtotal must be transferred to *Section IX-F Comprehensive School Reform Budget Summary*.

**Section IX - F. Comprehensive School Reform Budget Summary:** Transfer subtotals from *Section IX-E Comprehensive School Reform Per Building Budget* to this summary grid. Then total across for Total Grant Funds per cost section and then down for a Grand Total.

**Section IX - G. Summary by Activity:** All applying buildings are eligible for \$75,000 each. Comprehensive School Reform is **not eligible** for indirect cost. Transfer this total to *Section II – Total Budgets By Program*.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 2<sup>nd</sup> Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5<sup>th</sup> Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.

## **Missouri School Improvement Program (MSIP)**

### **Planning Matrix & Instructions**

The following pages are for your use in planning your consolidated discretionary application. You will see a listing of the two discretionary programs on these pages. A matrix is shown to visually portray which programs can furnish funds for this process area and its standards. Below the matrix the same information is explained in more detail.

One of the possible ways you might use these pages in planning would be to determine if your needs assessment or Comprehensive School Improvement Plan indicated a need to improve instruction. In reviewing the pages for Instruction Programs, you might look at Standard 6.3 and notice that every discretionary program may contribute funds in support of this standard. Ways in which you may use these funds are listed below the matrix.

As you are completing your consolidated discretionary application, you will need to mark the process area in which funds are to be used in Section VI - Grants and Their Relationship to the MSIP Process Standards of the application. Each matrix must be kept on file and shown to your federal programs supervisor as part of the monitoring process.

The MSIP Standards and Indicators Manual can be located at the following address:

<http://dese.mo.gov/divimprove/sia/msip/index.html>

Other resources for planning are available through the Federal Programs Website at the following address:

<http://dese.mo.gov/divimprove/fedprog/index.html>

## Instructional Design and Practices

		Comprehensive School Reform	Homeless Children and Youth
6.1	Curriculum		
6.2	Assessment		
6.3	Instructional Programs		
6.4	Instructional Resources		
6.5	Learning Climate		
6.6	School Safety		
6.7	Professional Development		
6.8	Library Media Center		
6.9	Guidance		

## Instructional Design and Practices

### Comprehensive School Reform:

- may be used for costs related to this process area as indicated when used for the implementation of a Comprehensive School Reform grant.

### Homeless Children and Youth Program:

- may be used for costs related to this process area as indicated when used for the implementation of the Homeless Children and Youth Program.

## Differentiated Instruction and Supplemental Programs

		Comprehensive School Reform	Homeless Children and Youth
7.1	Special Education		
7.2	Gifted		
7.3	Vocational		
7.4	Preschool		
7.5	Parent Involvement		
7.6	Community Involvement		
7.7	State/Fed. Program Compliance		

## Differentiated Instruction and Supplemental Programs

### Comprehensive School Reform:

- may be used for costs related to this process area as indicated when used for the implementation of a Federal Comprehensive School Reform grant.

### Homeless Children and Youth Program:

- may be used for costs related to this process area as indicated when used for the implementation of a Homeless Children and Youth grant.

## School Services

		Comprehensive School Reform	Homeless Children and Youth
8.1	District Review		
8.2	CSIP		
8.3	Board Policies		
8.4	Employment Policies		
8.5	Community Resources		
8.6	Fiscal Management		
8.7	Complaint Procedures		
8.8	Public Information		
8.9	Facilities		
8.10	Building Safety		
8.11	Health Services		
8.12	Nutrition		
8.13	Transportation		

## School Services

### Comprehensive School Reform:

- may be used for costs related to this process area as indicated when used for the implementation of a Federal Comprehensive School Reform grant.

### Homeless Children and Youth Program:

- may be used for costs related to this process area as indicated when used for the implementation of a Homeless Children and Youth grant.
- may not be used for construction or remodeling of a facility.